

On-Site Assessment Committee Telconference April 30, 1997

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, April 30, 1997. Mr. Gary Bennett, Chair of the Committee, led the meeting. A list of participants is shown as Attachment A.

In conversations with Mr. Gary Bennett, Ms. Jeanne Mourrain spoke favorably of the proposed training agenda developed by Mr. Steven Baker. Ms. Mourrain expressed some concern over the fit of the existing NAVLAP (Asbestos) Program into NELAC.

Mr. Gary Bennett suggested that the Assessor Training Manual and the checklists that will be subsequently approved be posted as appendices to Chapter 3. The committee unanimously agreed.

Mr. George Dilbeck reported that he would not be able to participate for the entire conference call and asked if it would be acceptable to the committee for him to state his comments about Chapters 1 - 4 of the Assessor Training Manual before he was forced to leave. His comments are recorded in the minutes and will be considered as the affected sections are discussed by the entire committee.

Dilbeck - Chapter One

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| Section 1.0 | Suggests adding language to ensure that each laboratory analyst receive a copy of the Assessor Training Manual. |
| Section 1.3 | Suggests amplifying or changing the last bullet regarding the commitment of EPA personnel to NELAC. |
| Section 1.4 | Asks, "Where will NELAC documents reside?" |

Dilbeck - Chapter 2

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| Section 2.1 | <ul style="list-style-type: none">a) Believes that laboratories are often decertified; therefore, the wording in the last paragraph should be changed.b) Questions, "How/Who will address the supplemental standards adopted by member states?" Should be mentioned in the bullets under "Auditing Principles".c) Questions, "How will deficiencies be listed in the reports so that they will be effectively communicated to the laboratory?" |
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- Section 2.2.1 a) Second set of bullets - fourth bullet - "Observation of Staff Conduct" - Wants to reword and be more definitive about what to look for.
- b) Wants to address the waste disposal practices of laboratories. Include this information here or somewhere else. It is important that waste disposal is accomplished safely.
- Section 2.4 Wants to add this section to Chapter Two and use it to describe the "exit interview" process.

Dilbeck - Chapter 3

- Section 3.3.1 #4 Believes that reports should include information regarding prior deficiencies cited at the laboratory.
- Section 3.3.2 Should include any records received or used as a result of the follow-up to an on-site evaluation.

Dilbeck - Chapter 4

- Section 4.1 Suggests adding another bullet that would ensure working knowledge of pertinent laws, regulations, and/or statutes.
- Section 4.1.1 Suggests adding to the third sentence of paragraph one, "and any pertinent laws, regulations, and/or statutes".
- Section 4.1.2 a) Suggests changing "should" to "must" in the fourth sentence of paragraph one.
- b) Regarding the last bullet, "Is it possible to effectively assess oral skills objectively?"
- Section 4.2 Believes that the wording concerning follow-up evaluations is confusing and should be reworded/clarified.
- Section 4.3.3 Change "will" to "intends to" in the second bullet as it is impossible to predict the length of an on-site assessment.
- Section 4.3.4 Dilbeck not happy with the "content" of this section. Questions whether this section is necessary.

Mr. Bennett asked the preference of the committee with regard to posting the existing version of

the Assessor Training Manual or waiting until the committee has had a chance to review it. Roy Covert stated that the document needs to be better organized before posting in order to facilitate the referencing of sections. The committee agreed that the document should not be posted until after a preliminary review has taken place.

Mr. Bennett reported that the latest revisions to Chapter Three had been sent to Dr. Jim Pearson of the Coordinating Committee.

After much discussion on how to proceed with the review of the Assessor Training Manual, the committee decided to assign chapters to selected members and then discuss each chapter via conference call to act on specific recommendations/changes. The chapters were divided as follows:

- a) Chapters 1 & 2 - Rosanna Buhl and Wayne Davis
- b) Chapter 3 - Steve Ankabrandt and Gary Bennett
- c) Chapter 4 - Steven Baker and Roy Covert
- d) Chapter 5 - Everyone

The subcommittees' goals were to have the proposed chapter revisions to Mr. Bennett by May 21. It is the goal of the committee to have the Assessor Training Manual posted on the NELAC Bulletin Board by July 1, 1997.

The committee entertained a general discussion concerning the proposed Chapter 6 of the Assessor Training Manual. The chapter that addresses the documentation associated with on-site assessments. The committee concluded that Chapter 6 was not necessary as all of the information that is proposed to be listed therein is covered elsewhere in existing NELAC documentation.

The next conference call was scheduled for Tuesday, May 27, 1997 from 12:30 to 2:30 p.m. EST.

Attachment A

**List of Participants
On-Site Assessment Committee Teleconference
April 30, 1997**

Name	Affiliation	Telephone No.
Gary Bennett Chair	USEPA, Region IV, SESD	Tel: 706-355-8551 Fax: 706-355-8803
Steve Ankabrandt	Eastman Chemical	Tel: 423-229-2657 Fax: 423-229-3677
Steve Baker	Arizona Dept. Of Public Health	Tel: 602-255-3454 Fax: 602-255-3462
Rosanna Buhl	Battelle Ocean Sciences	Tel: 617-934-0571 Fax: 617-934-2124
Roy Covert	AIHA	Tel: 615-824-2543 Fax: 615-824-2543
R. Wayne Davis	SC Dept. Of Health and Env. Control	Tel: 803-935-7025 Fax: 803-935-6859
George Dilbeck	USEPA, OAR, Las Vegas	Tel: 702-798-2104 Fax: 702-798-2109
Douglas W. Later (Absent)	Mountain States Analytical, Inc.	Tel: 801-973-0050 Fax: 801-972-6278
Marlene Patillo (Absent)	Maryland Dept. Of the Environment	Tel: 410-631-3646 Fax: 410-631-3735
William S. Toth, Jr. (Absent)	SAIC	Tel: 301-924-6131 Fax: 301-924-4594